

**U.S. Department of Housing and Urban Development**  
Office of Community Planning and Development

# **Youthbuild Program Reports**

Public reporting burden for this collection of information is estimated to vary from 3 hours to 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information will be used by HUD to select grant recipients. Reports will be used to monitor and evaluate progress of grantees and programs. In accordance with the HUD Reform Act, responses are required to obtain and maintain an award. The information furthers the proper performance of the functions of the agency by allowing grant recipients to be selected in accordance with the authorizing legislation and HUD Reform Act. No confidentiality is promised, and the information is not of a sensitive nature.

## General Instructions

**Purpose.** There are two kinds of Youthbuild Program Reports. The **Semi-Annual Progress Report** will provide HUD with information on program progress and accomplishments for each Youthbuild grant during the quarter reported. The **Performance Evaluation Report** will allow HUD to assess the overall success of each grantee's program and report to Congress on the achievements of the Youthbuild Program.

**Authority.** Specific authority for these reports is provided in Section 585.403 of the Youthbuild Final Rule (24 CFR Part 585).

**Semi-Annual Progress Report.** The Semi-Annual Progress Report must be submitted by all grantees. Grantees must make copies of these reports as needed.

Part 5 **Semi-Annual Progress Report** is a summary of activities undertaken.

Part 6 **Statistical Summary** summarizes information from the Program Worksheets (see Parts 12 to 14 below) regarding the program participants and units of housing completed.

Semi-Annual Progress Reports must be submitted to HUD on the following schedule:

Period Activities Took Place Due	Semi-Annual Progress Report
January 1 - June 30	July 31
July 1 - December 31	January 31

**Please Note: Failure to submit Semi-Annual Progress Reports by the deadline could result in a suspension of further grant funds until the report is received.**

**Performance Evaluation Report.** At the end of the 30 month grant period, each grantee must submit a Performance Evaluation Report to HUD. The Performance Evaluation Report has five components:

Part 7 **Performance Evaluation Summary** is a narrative that summarizes the results of the grant.

Part 8 **Statistical Summary** (final report) summarizes information from the Program Worksheets (see Parts 12 to 14 below) regarding the program participants and units of housing completed.

Part 9 **Application Budget** provides the approved budget for the grant.

Part 10 **Actual Costs** reports the final program expenditures.

Part 11 **Sources of Funds** reports the sources and amounts of funds contributed to the Youthbuild program.

**Program Worksheets.** Use of these worksheets is **mandatory**, and will help grantees complete their Performance Evaluation Report Summaries. They are to be kept in the grantee's records for at least three years after closeout of the grant. They are **not** to be submitted to HUD. There are three separate worksheets:

Part 12 **Housing Property Worksheet** reports on all housing completed by Youthbuild participants during the grant period. One worksheet is used to record all properties completed.

Part 13 **Housing Resident Worksheet** reports on residents (tenants, homeowners, or residents of transitional housing for the homeless) that move into housing constructed or rehabilitated by Youthbuild participants. One worksheet is completed for each property completed; make additional copies as needed.

Part 14 **Participant Tracking Worksheet** reports on each Youthbuild participant. Use one worksheet for each participant; make additional copies as needed.

**Mailing Address.** Mail two copies of the completed report to:

Youthbuild Program  
Department of Housing and Urban Development  
451 - 7th Street SW, Room 7136  
Washington, DC 20410

Mail one copy of the completed report to the CPD Field Office serving your jurisdiction. (list of offices is attached)

Forms sent by FAX will not be accepted.

**Youthbuild Program Reports**  
**Part 5**  
**Semi-Annual Progress Report**

**U.S. Department of Housing  
and Urban Development**  
Office of Community Planning  
and Development

Name and address of Grantee	Name of Contact Person	
	Grant Number	Telephone Number of Contact Person (      )
	Period Covered	

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative of grantee:  X	Date signed:
---	--------------

On separate sheets of paper attached to this page, not to exceed 10 pages, please submit complete and concise narrative summaries on the following items:

- A. Progress made during the reporting period in meeting Youthbuild program goals and objectives.
- B. Activities accomplished during the reporting period, including important events and milestones.
- C. Your biggest challenge during the reporting period and your response to the challenge.
- D. Proposed changes, if any, in program design. (Note: For major changes or costs adjustments of more than 10 percent of any Youthbuild budget line item, you must request approval from HUD.)
- E. Impediments encountered during the reporting period and solutions adopted to overcome them, as well as any delays in progress of grant activities because of those impediments.
- F. Unusual activities, accomplishments, and features of the grant or experiences that would be helpful for other Youthbuild grantees.
- G. Your dropout rate: what contributes to it and what is your program doing to address this problem?

**Attach the following to the end of this report:**

Part 6 Statistical Summary

# Youthbuild Program Reports

## Part 6

### Semi-Annual Progress Report

### Statistical Summary

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

Project Name \_\_\_\_\_

Grant Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Activity	This reporting period	Total to date for program
<b>1. Original Grant Proposal</b>		
Proposed number of participants		
Proposed number of graduates		
Proposed units of housing		
<b>2. Number of Participants</b>		
Total number of participants selected		
Total number of participants who dropped out before completing the program		
Total number of participants who have graduated		
Total number of active participants		
Dropout rate (# of dropouts/ # total selected participants)		
Number who obtained either GED or diploma		
<b>3. Post-Graduation Activities</b>		
Number placed in jobs after graduation		
Number enrolling in higher education after graduation		
Number enrolling in job training program after graduation		

#### 4. Gender of Active Participants

Gender	Number	Percent of Total Participants
Male		
Female		

#### 5. Units of Housing

New Const.	Rehab	Number of Units:	RR	TH	HO	Total
		Finished to date				
		Finished this period				
		In progress				

Key: RR = Residential Rental TH = Transitional Housing HO = Homeownership

#### 6. Expenditures

Period	Amount of money drawn down from Youthbuild account
In reporting period	
In total (to date)	

**Youthbuild Program Reports**  
**Part 7**  
**Performance Evaluation Report**  
**(Final Report)**

**U.S. Department of Housing  
and Urban Development**  
Office of Community Planning  
and Development

Name and address of Grantee	Name of Contact Person	
	Grant Number	Telephone Number of Contact Person (       )
	Period Covered	

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative of grantee:  X	Date signed:
---	--------------

**Performance Evaluation Summary**

On separate sheets of paper attached to this page, not to exceed 20 pages, please describe the following:

- A. Your accomplishments in meeting program goals and objectives.
- B. Your accomplishments in meeting your participant attendance and retention level goals.
- C. Academic achievements in post-secondary educational programs.
- D. Your success in job placement efforts and housing completion.
- E. Impediments encountered and solutions adopted to overcome them, as well as any delays in progress of grant activities because of those impediments.
- F. Unusual activities, accomplishments, and features of the grant or experiences that would be helpful for other Youthbuild grantees.

**Attach the following to the end of this report:**

- Part 8 Statistical Summary
- Part 9 Application Budget
- Part 10 Actual Costs
- Part 11 Sources of Funds

# Youthbuild Program Reports

## Part 8

### Performance Evaluation Report

### Statistical Summary

### (Final Report)

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

Project Name \_\_\_\_\_ Grant Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Activity	This reporting period	Total to date for program
<b>1. Original Grant Proposal</b>		
Proposed number of participants		
Proposed number of graduates		
Proposed units of housing		
<b>2. Number of Participants</b>		
Total number of participants selected		
Total number of participants who dropped out before completing the program		
Total number of participants who have graduated		
Total number of active participants		
Dropout rate (# of dropouts/ # total selected participants)		
Number who obtained either GED or diploma		
<b>3. Post-Graduation Activities</b>		
Number placed in jobs after graduation		
Number enrolling in higher education after graduation		
Number enrolling in job training program after graduation		

#### 4. Gender of Active Participants

Gender	Number	Percent of Total Participants
Male		
Female		

#### 5. Units of Housing

New Const.	Rehab	Number of Units:	RR	TH	HO	Total
		Finished to date				
		Finished this period				
		In progress				

Key: RR = Residential Rental TH = Transitional Housing HO = Homeownership

#### 6. Expenditures

Period	Amount of money drawn down from Youthbuild account
In reporting period	
In total (to date)	

# Youthbuild Program Reports

## Part 9

### Application Budget (Final Report)

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

Enter the approved budget amount by line item. If those budget items have not changed from your original application, you may submit a copy of Exhibit 4B1 from that application.

#### Planned Sources and Uses

Grant Activities Uses of Funds	Sources of Funds					Total
	Youthbuild	Other Federal	State	Local	Private	
1. Acquisition	\$	\$	\$	\$	\$	\$
2. Architecture and Engineering						
3. Housing construction						
4. Housing rehabilitation						
5. Replacement Reserves, Operating Expenses, and Contingency						
6. Legal fees, relocation, and construction management						
7. Outreach and Recruitment Activities						
8. Education and job training (includes on-site training)						
9. Trainee wage and need-based stipends/benefits/incentives						
10. Counseling, support services, and development of employment and leadership skills						
11. Staff training and technical assistance						
12. Job placement and follow-up						
13. Subtotal (sum of lines 1 through 12)						
14. Administrative costs not included above. Should not exceed 15% of Youthbuild subtotal (line 13)						
15. Total Costs (sum of lines 13 and 14)	\$	\$	\$	\$	\$	\$

Note: Include only those items for which a cash payment will be made. Do not include the value of any in-kind contributions.

# Youthbuild Program Reports

## Part 10

### Actual Costs (Final Report)

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

Enter the amounts actually spent for your Program.

Actual Sources and Uses						
Grant Activities Uses of Funds	Sources of Funds					Total
	Youthbuild	Other Federal	State	Local	Private	
1. Acquisition	\$	\$	\$	\$	\$	\$
2. Architecture and Engineering						
3. Housing construction						
4. Housing rehabilitation						
5. Replacement Reserves, Operat- ing Expenses, and Contingency						
6. Legal fees, relocation, and construction management						
7. Outreach and Recruitment Activities						
8. Education and job training (includes on-site training)						
9. Trainee wage and need-based stipends/benefits/incentives						
10. Counseling, support services, and development of employment and leadership skills						
11. Staff training and technical assistance						
12. Job placement and follow-up						
13. Subtotal (sum of lines 1 through 12)						
14. Administrative costs not included above. Should not exceed 15% of Youthbuild subtotal (line 13)						
15. Total Costs (sum of lines 13 and 14)	\$	\$	\$	\$	\$	\$

Note: Include only those items for which a cash payment was made. Do not include the value of any in-kind contributions.



**Youthbuild Program Reports**  
**Part 11**  
**Sources of Funds**  
**(Final Report)**

**U.S. Department of Housing  
and Urban Development**  
Office of Community Planning  
and Development

Enter the source and amounts of funds, other than Youthbuild, contributed to the Youthbuild program.

Name of Source (A)	Type of Source (B)	Amount of Funds (C)	Program Use (D)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Column A: Identify the program, organization, or financial institution providing the funds for all components.

Column B: Identify the type of source (Federal, State, local government or private entity) providing funds for these components of your Youthbuild Program.

Column C: Identify the amount of funds provided. This column should be consistent with Part 10 Budget amounts.

Column D: Indicate what these funds were used for in your program. This column should be consistent with Part 10.

# Youthbuild Program Reports

## Part 12

### Housing Property Worksheet

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

Property Address (street)	City	State	Zip Code	Type	New or Rehab	Source	Units	Hours
1	2	3	4	5	6	7	8	9

#### Instructions

(1)- (4) **Address, City, State, Zip Code.** Enter the full address of the housing properties where Youthbuild work took place.

(5) **Type.** Enter the type of property as follows: “R” for rental properties; “T” for Transitional or other homeless properties; or “O” for Homeownership properties.

(6) **New or Rehab.** Enter “N” for new construction or “R” for rehabilitation of an existing property.

(7) **Source.** Enter one of the following codes:

- A = FmHA (Agriculture Dept)
- F = FHA (HUD)
- H = HOME (HUD)
- I = IHA
- L = Local
- M = McKinney Act or Other Homeless
- P = PHA
- R = RTC
- S = State
- T = Private
- V = Veterans Administration (VA)

- 1 = HOPE I (HUD)
- 2 = HOPE 2 (HUD)
- 3 = HOPE 3 (HUD)
- Y = Youthbuild (HUD)
- O = Other, (please describe)

(8) **Units.** Enter the number of residential living units contained in the property.

(9) **Hours.** Enter the number of hours that Youthbuild participants worked on the property.

# Youthbuild Program Reports

## Part 13

### Housing Resident Worksheet

**U.S. Department of Housing  
and Urban Development**  
Office of Community Planning  
and Development

Property Street Address	City	State	Zip Code	Number of Units
-------------------------	------	-------	----------	-----------------

### Characteristics of Property and Occupants:

[illegible]

---

## Instructions for Completing Part 13 Housing Resident Worksheet

This form must be completed on all Youthbuild properties completed and occupied during the 30 month grant period. Retain this worksheet for your files.

**Address, City, State and Zip Code.** Enter the full address of the property where Youthbuild on-site training and work took place.

**Total Number of Units.** Enter the total number of residential units for the property.

**Characteristics of Property and Occupants.** Provide a brief description of the property as well as any occupants. Complete items 1 - 11 for each residential unit contained in the property.

**1. Unit Number.** Enter the unit number, if applicable, for the unit.

**2. Number of Bedrooms.** Enter the number of bedrooms.  
If the unit is an Efficiency, enter "0".

**3. Type.** Enter "T" for Transitional; "O" for Homeownership; or "R" for Residential rental.

**4. Previously Homeless.** Enter "Yes" if the occupant was previously homeless.

**5. Total Rent.** Enter the total of the Tenant's monthly rent including any rental assistance such as Section 8.

**6. Monthly Gross Income.** Enter the monthly gross household income.

**7. Percent of Median Income.** Enter one number based on the following definitions:

(1) 0 - 30 Percent of Area Median means a household whose adjusted income is at or below 30% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

(2) 31 - 50 Percent of Area Median means a household whose adjusted income exceeds 30% and does not exceed 50% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

(3) 51 - 60 Percent of Area Median means a household whose adjusted income exceeds 51% and does not exceed 60% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

(4) 61 - 80 Percent of Area Median means a household whose adjusted income exceeds 61% and does not exceed 80% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

(5) Above 80% of the area median means a household whose adjusted income exceeds 80% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

**8. Race of Head of Household.** Use the key presented below the table. Enter one number only based on the following definitions:

(1) White, not Hispanic Origin. A person having origins in any of the original peoples of Europe, North America, or the Middle East, but not of Hispanic origin.

(2) Black, not Hispanic Origin. A person having origins in any of the black racial groups of Africa, but not of Hispanic origin.

(3) Native American. A person having origins in any of the original peoples of the North American Continent, and who maintains cultural identification through tribal affiliations or community recognition.

(4) Asian or Pacific Islander. A person having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines Islands, and Samoa.

(5) Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**9. Size of Household.** Enter the number of persons in the household.

**10. Type of Household.** Enter one number based on the following definitions:

(1) Single/Non-Elderly. One person household in which the person is not elderly.

(2) Elderly. One or two person households containing a person at least 62 years of age.

(3) Related/Single Parent. A single parent household with dependent minor (18 or under) children.

(4) Related/Two Parents. A two parent household with dependent (18 or under) children.

(5) Other. Any household that is not included in the above 4 definitions, including two or more unrelated individuals.

**11. Rental Assistance.** Use the key presented below the table. Enter one number based on the following definitions:

(1) Tenant receives Section 8 assistance.

(2) Tenant receives HOME Tenant-Based Assistance.

(3) Tenant receives other assistance.

(4) Tenant receives no assistance.

# Youthbuild Program Reports

## Part 14

### Participant Tracking Worksheet

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

Sensitive Information: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

#### Section I: Entrance Report (Complete this section when the participant enters the program.)

1. Participant Identification (Last Name)		(First Name)	(Middle Initial)
2. Social Security Number		3. Date of Birth (MM/DD/YY)	4. Date of Program Entry (MM/DD/YY)
5. Current Address: Street/City/State/Zip			
6. Gender: <input type="checkbox"/> a. Male <input type="checkbox"/> b. Female	7. Race/Ethnicity: <input type="checkbox"/> a. White (Not Hispanic) <input type="checkbox"/> b. Black (Not Hispanic) <input type="checkbox"/> c. Hispanic <input type="checkbox"/> d. American Indian or Alaskan Native (Not Hispanic) <input type="checkbox"/> e. Asian/Pacific Islander		
8. Highest Grade or Year of School Completed: <input type="checkbox"/> a. Less than 8 <input type="checkbox"/> b. 8th Grade <input type="checkbox"/> c. 9th Grade <input type="checkbox"/> d. 10th Grade <input type="checkbox"/> e. 11th Grade <input type="checkbox"/> f. High School graduate/GED			
9. Current Living Status: <input type="checkbox"/> a. Living with Family <input type="checkbox"/> b. Living alone <input type="checkbox"/> c. Living with Friends <input type="checkbox"/> d. Living in a Homeless Shelter <input type="checkbox"/> e. Living in a Halfway House <input type="checkbox"/> f. Living in a Work/Release Program <input type="checkbox"/> g. Other:(specify) _____			
10. Current Employment Status: <input type="checkbox"/> a. Employed, Full-Time <input type="checkbox"/> b. Employed, Part-time <input type="checkbox"/> c. Unemployed			
11. If employed, current hourly wage rate: \$ _____	12. If employed, number of hours, on average, working during a week: _____ Hours		13. Total Family Income from all sources: \$ _____
14. Source of Referral to this Youthbuild Program:(Check all that apply) <input type="checkbox"/> a. Local JTPA Program <input type="checkbox"/> b. Local JOBS Program <input type="checkbox"/> c. Apprenticeship Program(specify) _____ <input type="checkbox"/> d. Local Trade Union(specify) _____ <input type="checkbox"/> e. Education Institution <input type="checkbox"/> f. Local Housing Authority <input type="checkbox"/> g. State/local training program <input type="checkbox"/> h. Other(specify) _____			
15. How did the participant learn about the Youthbuild Program? (Check all that apply) <input type="checkbox"/> a. Friends <input type="checkbox"/> b. TV/Radio <input type="checkbox"/> c. City-wide Newspaper <input type="checkbox"/> d. Neighborhood Flyers or Newspaper <input type="checkbox"/> e. Shelter <input type="checkbox"/> f. Parole Officer <input type="checkbox"/> g. Neighbors <input type="checkbox"/> h. Other:(specify) _____			

#### Section II: Participation Report

16. Educational and Support Services	Number of courses completed or services used	Educational and Support Services	Number of courses completed or services used
(a) Remedial/Basic Skills	_____	(f) Other Support Services	_____
(b) Bi-Lingual Skills	_____	(g) Counseling	_____
(c) High School/GED Courses	_____	(h) Leadership Skills	_____
(d) Post Secondary Assistance	_____	(i) Job Interview Skills	_____
(e) Vocational Skills	_____	(j) Job Placement Skills	_____
17. Total number of hours and percent time spent by the participant on education and support services: Hours: _____ Percent educational hours to total program hours: _____			
18. Number of hours spent on construction work-site by the participant: Hours: _____ Percent construction hours to total program hours: _____			
19. Total amount of hourly work-site wages paid to the participant:		\$ _____	
Total amount of need-based stipends, if any, paid to the participant:		\$ _____	

---

**Section III: Exit Report** (Complete this Section only when a participant completes or leaves the program.)

---

20. Date of program exit:

21. Number of months in the Program:

22. Overall level of participation in the program: ☐ a. High, participated in most functions ☐ b. Medium, participated in some functions  
☐ c. Low, participated in few functions

23. Reason for Exit: ☐ a. Successfully completed programReason left the program without completion: ☐ b. Left Voluntarily ☐ c. Asked to leave the program☐ d. Left because Essential Service was unavailable:(specify) \_\_\_\_\_☐ e. Other:(specify) \_\_\_\_\_

24. Highest Grade or Year of School completed when leaving program: ☐ a. Less than 12 ☐ b. High School Graduate/GED  
☐ c. Trade School or Vocational School ☐ d. Some College

25. Current Employment Status: ☐ a. Employed, Full-time ☐ b. Employed, Part-time ☐ c. Unemployed

26. If employed, current hourly Wage Rate: \$ \_\_\_\_\_

Number of hours, on average, working within a week: \_\_\_\_\_

27. If employed, list the broad industry occupational title:

☐ a. Construction Laborer ☐ b. Skilled Construction Trade ☐ c. Construction Management☐ d. Property Maintenance ☐ e. Other (specify actual job title): \_\_\_\_\_

28. If currently unemployed, the reason why:

☐ a. Continuing Education ☐ b. Entered Apprenticeship Program ☐ c. Health ☐ d. Family☐ e. Lack of Transportation ☐ f. Other, specify: \_\_\_\_\_

## Instructions for Completing Youthbuild Participant Tracking Worksheet, Part 14

The Youthbuild Participant Tracking Worksheet, Part 14 must be kept in your files. Section I (Entrance Report) is completed for each participant entering the program. Section II (Participation Report) provides a record of the services and training received by each participant. Section III (Exit Report) is completed when participants complete or leave the program for whatever reason. In all cases, the full name and Social Security Number of each participant must be provided in Section I to track the status of the participant.

**Section I: Entrance Report** (Complete this section when a participant enters the program.)

1. **Participant Identification:** Enter the last name, first name, and middle initial of the person participating in the Youthbuild Program.
2. **Social Security Number:** Enter the SSN of the participant.
3. **Date of Birth:** Using the MM/DD/YY format, enter the date of birth of the participant.
4. **Date of Program Entry:** Using the MM/DD/YY format, enter the date the participant entered the Youthbuild Program.
5. **Current Address:** List the current address for the Youthbuild participant including the street address, city, State, and zip code.
6. **Gender:** Check the appropriate code to indicate whether the participant is male or female.
7. **Race/Ethnicity:** Check the appropriate code indicating the racial/ethnic background of the participant.
8. **Highest Grade or Year of School Completed:** Check the appropriate code indicating the highest grade or year of school completed by the participant upon entry into the program.
9. **Current Living Status:** Check the appropriate code indicating the participant's current living arrangements.
10. **Current Employment Status:** Check the appropriate code indicating whether the participant was currently employed, full/part-time, or unemployed upon entry into the program.
11. **Current Hourly Wage Rate:** If the participant was employed upon entry into the program, please list the hourly wage rate he/she was receiving. If not working, please leave blank.
12. **How many hours worked:** If the participant was employed upon entry into the program, please list his/her average number of hours worked within a week in the current job. If the participant was not working, please leave blank.
13. **Total Family Income:** Please enter the total family income for the participant. Total family income includes income received by all members of the family and includes incomes from all sources including wages/salaries, public assistance, Social Security and pensions.
14. **Source of Referral to the Program:** If the participant entered the program through a formal referral, please check the appropriate code indicating the source of the referral.
15. **How did the participant learn about Youthbuild?** Please check the appropriate code to indicate how the participant found out about the program.

## Section II: Participation Report

This section is to be completed for each participant after program entry.

16. **Educational and Support Services:** The table includes a listing of 10 different services and blank column to be completed to show the number of courses the participant completed or the services used.

### Description of Educational and Support Services:

(a) **Remedial/Basic Skills:** These programs include all basic education instruction in math, reading, and other functional skills not aimed at a high school diploma or GED. Specific types of programs which should be considered in this category are basic literacy programs or Adult Basic Education (ABE) programs for adults with less than an 8th grade education.

(b) **Bi-Lingual Skills:** These programs include all basic educational instruction in basic education and other functional skills such as English for Speakers of Other Languages (ESOL) or English as a Second Language (ESL) which can be aimed at a high school diploma or GED.

(c) **High School/GED Courses:** Adult secondary education programs, such as adult high schools (where those completing the program receive a high school diploma) or General Education Development (GED) classes administered by school districts and community-based organizations (aimed at receiving a high school equivalency certificate).

(d) **Post Secondary Assistance:** Programs for high school graduates or participants with a GED to improve employability but not having a direct vocational or training emphasis. Courses at a community, junior, or four-year college leading to a degree or general academic advancement are examples.

(e) **Vocational Skills:** Technical training in a vocational or trade school, vocational program of a community or junior college, or work-site-based training. These programs are clearly targeted to qualifying for a specific job (such as auto mechanics, heating/air conditioning repair) and may involve a certificate or similar credential (such as a licensed practical nurse).

(f) **Other Support Services:** Other programs and services for participants with or without a GED to improve employability as well as family life, health, self esteem, etc. Course to obtain a valid driver's license, or to improve familial communications are examples.

(g) **Counseling:** This may include a wide range of counseling services including drug and alcohol abuse, counseling in the areas of personal development, stress management, parenting and child development, counseling in homemaking, household management, and money management.

(h) **Leadership Skills:** This may include any services to enhance or create leadership skills for the participant such as training focusing on group skills, group dynamics, group motivation, etc.

(i) **Job Interview Skills:** This may include a wide range of services focused on job interview techniques and skills to enhance the participant's employability.

(j) **Job Placement Skills:** This may include a wide range of

services focused on how to look for jobs, where to go to get information on available jobs, how to approach employers about job opportunities etc. to enhance the participant's employability.

17. Calculate the total number of hours spent by the participant attending educational courses and using Youthbuild support services. Calculate the percent time spent on educational and support services activities as compared to total program time spent by the participant.

18. Calculate the total number of hours spent on the construction work-site by the participant. Calculate the percent time spent on construction on-the-job training at the work site as compared to total program time spent by the participant.

19. Calculate the total amount of wages paid to the participant for work conducted at the construction site. Calculate the total amount of need-based stipends and/or incentives, if any, paid to the participant. If none, please leave blank.

**Section III. Exit Report** (Complete this section when a participant completes or leaves the program)

20. Enter the date that the participant exited the Youthbuild Program.

21. Number of Months in the Program: Calculate the number of months the participant was in the program using Date of Program Entry (4) in Section I and the Date of Program Exit (20) above.

22. Overall Level of Participation in the Program: Rate the overall level of participation exhibited by the participant in the program using "high" for extremely active participation in most functions; "medium" for average participation in some functions; and "low" for less than average participation.

23. Reason for Exit: There are two basic reasons for a participant exiting the program: (1) He/she completed the program or (2) He/she left the program before completing the obligations of the program. Check **only one** of the codes to indicate the reason for exit.

(a) Successfully completed program is checked when the participant has completed all his/her obligations under the program.

(b) Left Voluntarily means the participant was terminated through mutual consent of the participant and the program, or by the participant's decision to withdraw.

(c) Asked to Leave the Program means the program terminated the participant because the participant failed to meet required program obligations or the participant's actions were inconsistent with the purpose of the program.

(d) Left because Essential Service was Unavailable means the program was unable to provide a particular service deemed essential to the participant's ability to successfully complete the program. Specify the unavailable service(s).

(e) Other: Specify any other reasons why the participant left the program without completion.

24. Highest Grade of School Completed: Check the appropriate code indicating the highest grade of school completed by the participant upon exit from the program.

25. Current Employment Status: Check the appropriate code to indicate whether the participant is employed, full-time or part-time, or unemployed upon exit from the program.

26. Current Hourly Wage Rate and Number of Hours Worked Per Week: If the participant is employed upon exit from the program, please enter the current hourly wage rate received by the participant and the number of hours he/she works per week.

27. Industry/Occupational Category: If the participant is employed upon exit from the program, please check the appropriate code indicating the broad industry/occupational category in which the participant is currently employed.

28. Reason Why Unemployed: If the participant is unemployed upon exit from the program, please check the appropriate code indicating the primary reason the participant is currently unemployed.